

Camden County Safety Policy Statement

The Camden County Board of Commissioners acknowledges that it has a responsibility to provide safe facilities and operations for employees and citizens. Many injuries can be avoided with adequate resources and the commitment of each employee to exercise good judgement. Camden County is committed to maintaining an effective employee safety program by proactively addressing issues to mitigate the occurrence of accidents. If accidents do occur, Camden County will ensure prompt attention and care is provided. Camden County will ensure each Department receives adequate funding for safety equipment, related supervision, safety training and safety incentives as funding permits.

This policy will apply to all departments, agencies, and offices that participate in Camden County's Workers Compensation and/or liability insurance programs.

Establishment of a Safety Program

Camden County hereby establishes a Safety Program to be implemented by staff at all levels. The Safety Program will be guided by this Policy Statement and an Employee Safety Handbook. The Employee Safety Handbook will be the official requirements created to implement this policy and approved by the County Administrator. Employees will be given access to the Employee Safety Handbook and will be required to sign an Employee Acknowledgement Form to ensure each person has had an opportunity to read and understand this policy and handbook.

Establishment of the Safety Committee

The Safety Committee will consist of no less than seven (7) and no more than eleven (11) committee members from various departments and constitutional Offices who must first be approved by the County Administrator. The Safety Committee will review accident reports & loss trends, monitor and recommend methods of complying with State and Federal regulations, and share ideas & information with at the safety committee and with co-workers. Other duties and authority may be vested in the Safety Committee by the County Administrator.

Establishment of a Program Director

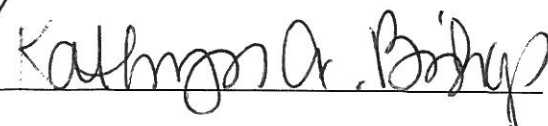
The County Administrator will appoint a Program Director to be responsible for organizing the overall Safety Program and to ensure it is implemented effectively. The Program Director will serve as the Chairperson of the Safety Committee, will be responsible for ensuring employee and citizen accidents are investigated, and for making routine safety inspections of all areas.

Accountability

Every employee of Camden County is individually responsible for safety. While the Safety Policy and Employee Safety Handbook establish a firm foundation, safety must be equally supported by sound decision making. Performance appraisals will have a safety component for every employee. If any employee is aware of County practices that could result in unnecessary injury or loss of property, he or she will report it immediately to his or her supervisor. If the employee is not comfortable reporting it to their supervisor for any reason they may contact the Program Director. An option for anonymous reporting will be available at all times.

Adopted in lawful assembly of the Camden County Board of County Commissioners and spread upon the official minutes of Camden County this 17th day of September 2015.

By:  (James H. Starline, Chairman)

Attest:  (Kathryn A. Bishop, County Clerk)